

## **OneUSG Connect – Employee Self-Service (ESS)**

### **What is Employee Self-Service?**

Employee Self-Service (ESS) is an easy-to-use online tool all employees will use within OneUSG Connect. All employees can access Employee Self-Service from their computer or mobile device securely with their established log-on credentials and password to:

- Submit Timesheets
- Request Absences
- View paychecks
- Update direct deposit information
- Review and change personal information
- View and interact with a company directory and org chart
- Update tax withholdings
- Update education credentials
- Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time and absence tasks when they are out of the office

### **How does Employee Self-Service Work?**

OneUSG Connect changes are submitted online, instead of on paper, and approvals and information are automatically routed to the appropriate person. OneUSG Connect uses workflow to move transactions from the employee, to the approving manager and beyond.

### **How will I access Employee Self-Service?**

Log into OneUSG Connect using your Georgia Tech credentials:  
[oneusgconnect.usg.edu](https://oneusgconnect.usg.edu).

### **What if I need help?**

Contact OneUSG Connect Support at 1-877-251-2644 or email [sscsupport@ssc.usg.edu](mailto:sscsupport@ssc.usg.edu) for assistance.